

CAPPS HR/Payroll User Group Meeting Minutes

Tuesday, March 22, 2022

9–11 a.m.

(Webinar Only)

I. Welcome/Announcements (Andrea Smith)

- User Group meeting materials are posted on FMX.
 - To be added to the user group distribution list, email the CAPPS Governance and Communications team at: CAPPS.CGC.BA@cpa.texas.gov
- Chelsa Vinklerek announced the launch of a new *Reporting Focus Group*.
 - The purpose of the group is to gain agency perspectives on the CAPPS reporting systems. All agencies are encouraged to participate and provide feedback on their reporting experience and any needs that are not being met.
 - The group will likely have separate meetings for HR/Payroll users and Financials users. If a user represents both HR/Payroll and Financials, they are welcome to participate in both focus groups.
 - Please email the CAPPS Governance and Communications team (shown above) to be added to the list of participants.

II. Production Update: HR/Payroll Support Requests (SRs) (Andrea Smith)

- **SR Summary and Trend Report**
 - Reviewed the CAPPS HR/Payroll Summary and Trend Report 03/22/22 document.
 - There were 693 active SRs with 52 in high priority status in February.
 - As shown on the trend chart, there were 612 SRs opened and 703 closed. The higher trend from last year is due to agency specific calendar year-end tickets finally being closed upon completion of 1095-C form processing last month.
- **Governance Approved Enhancements**
 - The CAPPS HR/Payroll Governance Approved SRs 03/22/2022 document was reviewed. Updates since the last meeting are identified with an asterisk (*) and are bolded.
 - SR 2114 is for the *Time and Labor* module extending access to terminated users for up to two years. This extension allows terminated users to access any leave, tax or payroll information and documents on their accounts. This SR will be in *Agency Testing* starting next week, March 28.
- **Required Maintenance**
 - Reviewed the CAPPS HR/Payroll Required Maintenance 03/22/22 document. Updates since the last meeting are identified with an asterisk (*) and bolded.
 - SR 32905 is an enhancement to the SSN fields within the *Recruit* module. The SR is currently in *Statewide UAT* and set for *Agency UAT* March 28.

III. Project Update: CAPPS HR/Payroll Fiscal 2022 Agency Deployment Project Dashboard (Diana Urban)

- Reviewed the CAPPS HR/Payroll Fiscal 2022 Agency Deployment Project Dashboard 03/22/22 document.
- The code move date is July 05, 2022. The implementation date is July 11, 2022. There are 10 agencies deploying. The project metrics are on track.
- Key items:
 - This project is now at 62% completion.
 - Mock 4 conversion is now complete.
 - Configuration Prototyping sign off is underway.
 - Train-the-trainer activities are underway.
 - Mock cutover preparations are underway.
 - System Testing is underway.
 - UAT is May 9 – June 24.

IV. Project Update: CAPPS Recruit Fiscal 2022 Deployment Project Dashboard (Diana Urban)

- Reviewed the CAPPS Recruit Fiscal 2022 Deployment Project Dashboard 03/22/22 document.
- Implementation date is April 20, 2022 and the project is green and on track.
- There are three (3) agencies deploying Recruit and three (3) agencies deploying Onboarding.
- Key items:
 - The project is now at 69% completion.
 - UAT began Feb. 21 and is for five (5) weeks. This is the last week.
 - OIEC onboarding module Go-Live is planned for March 29, 2022:
 - Configurations are complete.
 - UAT is complete.

V. Discussion Topic: Time in Needs Approval status and email notifications (Mohan Tirumala)

- In effort to prepare for the go live (July 1, 2022) of the new timesheet/approval process, all pending time in a *Needs Approval (NA)* status need to be evaluated and completed. To accomplish this in an organized manner, the entries will process from oldest to most recent using four stages:
 - **Stage 1:** Entries older than 90 days; was due on March 8, 2022.
 - **Stage 2:** Entries 90–60 days; this stage also includes any incomplete stage 1 entries. We are currently in the Stage 2 and it is due on April 8, 2022.
 - **Stage 3:** Entries 60–30 days; Due on May 13, 2022.
 - **Stage 4:** Current month; Due on June 10, 2022.
- The manager NA notification email is a reminder sent by CAPPS to the direct-level manager once an entry is in a *NA* status beyond 10 days. If the entry is not completed after 17 calendar days a manager notification email is sent to the next-level manager.
 - Managers can use the *Manager Summary Approval* page to see if there are time requests pending approval.
 - Not approving the entries can result in the *Time Admin* process to skip the NA entries and employees may be over or under compensated for that time. But if approved, the *Time Admin* processes the entries accordingly and the correct payable time is created.

VI. Discussion Topic: Add a warning message for schedule overrides (SR 21330) (Arun Kumar)

- SR 21330 is a request to add a warning message for schedule overrides on prior dates.
- The *Agency Acceptance Testing* dates for this SR is April 14–20.
- Migration is planned for April 21.

VII. Discussion Topic: Weekend Holiday worked not earning COMP Time (SR 34569) (Arun Kumar)

- SR 34569 addresses an issue that was reported regarding employees on Non-Standard schedules that are not earning COMP Time for hours worked on weekend holidays. The issue occurs when entering disaster hours worked (REGDS, REG12...) and weekend holiday hours worked (WKDHW) TRC's in the same FLSA workweek. This SR fixes this issue once migrated into production.
- The *Agency Acceptance Testing* dates are March 28–April 1. Migration to production is April 14.
- For *User Acceptance Testing (UAT)*:
 - Enter weekend holiday hours worked using WKDHW TRC.
 - Enter disaster service hours worked using REGDS/REG12/REG18 TRC in the same FLSA week.
 - All time will be approved by the *Time Admin* and the employees will earn COMP Time.

VIII. Discussion Topic: MMS entry outside salary range (SR 31290) (Allen Varghese)

- SR 31290 is part of a break fix to prevent managers from entering a merit increase for an employee that is outside of the salary range.
- Upon doing so an Error message will pop up to inform the manager and prevent the user from saving the merit entry.
- *User Acceptance Testing (UAT)* is April 14–20 and migration to production is planned for April 21.

IX. Discussion Topic: HCM Upcoming Fiscal 2022 Fluid Changes (Mohan Reddy Tirumala, Allen Varghese and Himavantha Bode)

- Time and Labor Update/Changes for last month's meeting:
 - Fluid Timesheets – After the questions and concerns raised during the demonstration last month the team has decided to change the status bar on the schedule from red to blue.
- Job and Position Data:
 - Fluid Job Data – remove the *Classic Job Data* component and users can begin using Fluid Job Data. SR 31675 is the reference for this change.
 - Fluid Position Data – removes the *Classic Position Data* component and implements *Fluid Position Data* for position transactions. This change is tracked via SR 31677.
 - A demonstration of these changes was provided during the meeting.
- Payroll:
 - Fluid W-2/W-2c View Form – convert the pages for the employee W-2/W-2c forms to the delivered fluid version. No changes will be made to the PDF format. This is tracked via SR 31685.
 - Fluid Direct Deposit Changes – making minor changes to SR 31686 resulting in minor changes to the *Direct Deposit* page, but employee and superuser views retain the same look and feel. SR 31686 is the reference for this update.
 - A demonstration of these changes was provided during the meeting.

X. Upcoming Meeting

- Tuesday, April 26, 2022 — HR/Payroll User Group meeting.